

# Prospective Applicants for a Water Discharge To: Permit associated with Bulk Petroleum Storage and Transfer Facilities

Attached is a Louisiana Pollutant Discharge Elimination System (LPDES) Permit Application (BST), authorized under EPA's delegated NPDES program under the Clean Water Act. To be considered complete, <u>every item</u> on the form must be addressed and the last page signed by an authorized company agent. If an item does not apply, please enter "NA" (for not applicable) to show that the question was considered.

#### NOTE: This application only applies to Bulk Petroleum Storage and Transfer Facilities

Two sets (one original and one copy) of your **completed application**, <u>each</u> with a marked **U.S.G.S. Quadrangle map** or equivalent attached, should be submitted to:

#### **Mailing Address:**

Department of Environmental Quality Office of Environmental Services Post Office Box 4313 Baton Rouge, LA 70821-4313 Attention: Water Permits Division Physical Address: (if hand delivered)
Department of Environmental Quality
Office of Environmental Services
602 N Fifth Street
Baton Rouge, LA 70821
Attention: Water Permits Division

Please be advised that completion of this application may not fulfill all state, federal, or local requirements for facilities of this size and type.

According to L. R. S. 48:385, any discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from:

Louisiana DOTD Office of Highways Post Office Box 94245 Baton Rouge, LA 70804-9245 (225) 379-1927

AND

Louisiana DHH Office of Public Health Center for Environmental Health Services PO Box 4489 Baton Rouge, LA 70821-4489 (225) 342-7395

In addition, the plans and specifications for sanitary treatment plants must be approved by the Louisiana DHH, Office of Public Health at the address above.

A copy of the LPDES regulations may be obtained from the Department's website at http://www.deg.louisiana.gov/portal/tabid/1674/Default.aspx.

For questions regarding this application please contact the Water Permits Division at (225) 219-9371. For help regarding completion of this application please contact DEQ, Small Business/Small Community Assistance at 1-800-259-2890.

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Date			Please check:	Initial Permit
Agency Interest No.	ΑI	_		Permit Modification
LWDPS Permit No.	WP			Permit Renewal
NPDES/LPDES Permit	LA			Existing Facility

## STATE OF LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY

Office of Environmental Services, Permits Division
Post Office Box 4313
Baton Rouge, La 70821-4313
PHONE#: (225) 219-3181

LPDES PERMIT APPLICATION TO DISCHARGE WASTEWATER FROM BULK PETROLEUM STORAGE AND TRANSFER FACILITIES

#### **SECTION I - FACILITY INFORMATION**

A.	Permit is to be issued to the following: (must have operational control over the facility operations - see LAC 33:IX.2501.B and LAC 33:IX.2503.A and B).
1.	· · · · · · · · · · · · · · · · · · ·
	Facility Name
	Mailing Address
	Zip Code:
	If applicant named above is not also the owner, state owner name, phone # and address.
2.	Please check status:  Federal Parish Municipal Private Other:  Location of facility. Please provide a specific street, road, highway, interstate, and/or River Mile/Bank location of the facility for which the application is being submitted.
	City Parish
	Front Gate Coordinates:
	Latitudedegminsec. Longitudedeg minsec.
	Method of Coordinate Determination:
	(Quad Map, Previous Permit, website, GPS)
	Is the facility located on Indian Lands? Yes No
3.	Name & Title of Contact Person at Facility
	Phone Fax e-mail
	SIC (Standard Industrial Classification) Code(s):  SIC codes can be obtained from the U. S. Department of Labor internet site at http://www.osha.gov/oshstats/sicser.html

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## **SECTION I - FACILITY INFORMATION (cont.)**

В.	Name and address of responsible representative who completed the application:  Name & Title					
	Company					
	Phone Fax e-mail					
	Address					
C.	Facility Information.					
1.	List all materials manufactured, stored, used, or in any other way handled at this facility (including toxic materials):					
2.	Give a brief description of the operations that take place at this facility:					
3.	If this application is for a permit revision, please describe the revision:					

Please provide effluent information for each type of wastewater that applies to this facility.

Complete one of the tables below for each wastewater outfall (discharge point) that you have. Please make copies of each page if you need additional sheets. The samples you have analyzed in order to report the results in this section should be from a discharge point after treatment of the wastewater, and obtained within the previous year. If this is a proposed facility, estimates should be provided for any expected contaminants. If you cannot estimate these parameters yourself, obtain the services of a consultant or another knowledgeable individual. To find a testing laboratory, you can consult the local "yellow pages" in your phone book. When selecting a lab, be sure to use only a state accredited lab. Regulations on the Environmental Laboratory Accreditation Program, and a list of labs that have applied for accreditation, are available the department website on http://www.deq.louisiana.gov/portal/tabid/2412/Default.aspx. Questions concerning the program ay be directed to the Office of Environmental Assessment, Laboratory Services Division at (225) 219-9800.

For each outfall, please indicate whether it is an external, a discharge point that does not receive or mix with any other wastewater stream before discharging to the receiving waterbody, or an internal outfall, a discharge point that will mix or combine with other wastewater prior to being discharged.

#### A. Stormwater Runoff

1.	Discharge Identification (ex. Stormwater Runoff 001):
2.	Give a brief description of the location of the stormwater runoff outfall and the area the stormwater originates from (acreage). For example, Outfall 001 consists of stormwater runoff from the main containment area and is located on the northeast corner of the facility.
	NOTE: This descriptive location should correspond with the location indicated on the facility site map.
3.	List all chemicals and petroleum products stored outside and provide a description of the containment area.
4.	List treatment method(s) used for the outfall:
5.	List any solid or liquid waste disposal methods and facilities:
6.	List any pertinent physical and/or chemical properties of the discharge. (i.e., toxic components, taste and odor compounds, heavy metals, etc.)
7.	Receiving Waters: Indicate how wastewaters listed in 1 through 6 above reach state waters (named water bodies). This will usually be either "directly", "open ditch" (if it is a highway ditch, indicate the highway), or by "pipe". Please specifically name all of the minor water bodies that your wastewater will travel through on the way to a major water body. This information can be obtained from U.S.G.S. Quadrangle Maps (See Section VI). Include river mile of discharge point if available.
	By(effluent pipe, ditch, etc.);
	thence into(Parish drainage ditch, canal, etc.);
	thence intonamed bayou, creek, stream, etc.);
	thence into(river, lake, etc.).
8.	Latitude/Longitude of Discharge:
	Latitudedegminsec. Longitudedeg minsec.
	Method of Coordinate Determination:
	(Quad Map, Previous Permit, website, GPS)

#### A. Stormwater Runoff (cont.)

Discharge Identification (from 1. above)					
9. <u>Lab Analysis</u> - Sampling and analytical protocol must conform to the requirements found in 40 CFR Part 136. For stormwater discharges, indicate date, duration, of storm event sampled, total inches of precipitation, and number of hours since the end of the previous storm event which was greater than 0.1 inches. Provide analytical data for the following effluent characteristics for each stormwater runoff outfall. If a treatment method is used, provide analytical data after treatment.					
		Effluen	t Analysis		
Effluent Characteristic	Concentra	tion (mg/L)	Mass	(lbs/day)	
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum	
Flow (GPD)					
TOC (mg/l)					
Oil and Grease (mg/l)					
	Minimum Maximum				
pH - (Standard Units)					
Is the effluent flow intermittent?  Yes  No  Check here for a waiver on providing the following analytical data:					
	Effluent Analysis				
Effluent Characteristic	Concentra	tion (mg/L)	Mass (lbs/day)		
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum	
BOD <sub>5</sub> (mg/l)					

TSS (mg/l)

COD (mg/l)

NH<sub>3</sub>-N (mg/l)

Temperature (°C)

#### **B. Sanitary Wastewater**

1.	Individual treatment system discharged through a septic tank to underground absorption lines
	Connection to Publicly Owned Treatment Works
	Connection to Privately Owned Treatment Works
	Individual treatment system discharged to surface waters
	Other, please specify:
2.	Discharge Identification (ex. Sanitary Outfall 002):
3.	Give a brief description of the location of the sanitary outfall. For example, Outfall 002 consists of sanitary wastewater from the front office and is located on the east side of the facility.
	NOTE: This descriptive location should correspond with the location indicated on the facility site map.
4.	List treatment method(s) used for the outfall:
5.	List any pertinent physical and/or chemical properties of the discharge. (i.e., toxic components, taste and odor compounds, heavy metals, etc.)
6.	Receiving Waters: Indicate how wastewaters listed in 1-5 above reach state waters (named water bodies). This will usually be either "directly", "open ditch" (if it is a highway ditch, indicate the highway), or by "pipe". Please specifically name all of the minor water bodies that your wastewater will travel through on the way to a major water body. This information can be obtained from U.S.G.S. Quadrangle Maps (See Section VI). Include river mile of discharge point if available.
	By(effluent pipe, ditch, etc.);
	thence into(Parish drainage ditch, canal, etc.);
	thence into(named bayou, creek, stream, etc.);
	thence into(river, lake, etc.).
7.	Latitude/Longitude of Discharge:
	Latitudedegminsec. Longitudedeg minsec.
	Method of Coordinate Determination:
	(Quad Map, Previous Permit, website, GPS)

B. Sanitary Wastewater (cont.)					
Discharge Identification (from 2. above)					
9. <u>Lab Analysis</u> - Sampling and analytical protocol must conform to the requirements found in 40 CFR Part 136. Provide analytical data for the following effluent characteristics for each sanitary outfall. If a treatment method is used, provide analytical data after treatment.					
	Effluent Analysis				
Effluent Characteristic	Concentrati	on (mg/L)	Mass (lbs/day)		
	Monthly Average	Daily maximum	Monthly Average	Daily maximum	
Flow (GPD)					
BOD <sub>5</sub> (mg/l)					
TSS (mg/l)					
Fecal Coliform (colonies/100 mL)					
TRC if chlorine is used					

Minimum

Is the effluent flow intermittent?	Yes	NC

pH - (Standard Units)

Maximum

#### C. Tank Draw Water

Tank Draw Water is defined as the water that is removed periodically from the lower level of bulk petroleum storage tanks. This water may consist of produced water that has entered the tank along with the crude petroleum, condensate resulting from pressure or temperature changes, wash down water from tank maintenance activities, or stormwater that has seeped into the tank.

1.	Discharge Identification (ex. Tank Draw Water - 003):
2.	Give a brief description of the location of the tank draw water outfall. Also, list all bulk petroleum materials that are stored in the tanks from which the tank draw water is discharged. For example, Outfall 003 consists of tank draw water from a bulk crude oil storage tank and is located on the northeast corner of the facility.
	NOTE: This descriptive location should correspond with the location indicated on the facility site map.
3.	List treatment method(s) used for the outfall:
4.	List any pertinent physical and/or chemical properties of the discharge. (i.e., toxic components, taste and odor compounds, heavy metals, etc.)
7.	Receiving Waters: Indicate how wastewaters listed in 1 through 4 above reach state waters (named water bodies). This will usually be either "directly", "open ditch" (if it is a highway ditch, indicate the highway), or by "pipe". Please specifically name all of the minor water bodies that your wastewater will travel through on the way to a major water body. This information can be obtained from U.S.G.S. Quadrangle Maps (See Section VI). Include river mile of discharge point if available.
	By (effluent pipe, ditch, etc.);
	thence into (parish drainage ditch, canal, etc.);
	thence into (named bayou, creek stream etc.);
	thence into (river, lake, etc,).
8.	Latitude/Longitude of Discharge:
	Latitudedegminsec. Longitudedeg minsec.
	Method of Coordinate Determination:
	(Quad Man, Previous Permit website GPS)

C. Tank Draw Water (con	t.)				
Discharge Identification (from	m 1. above)				
9. <u>Lab Analysis</u> - Sampling and analytical protocol must conform to the requirements found in 40 CFR Part 136. Provide analytical data for the following effluent characteristics for each tank draw water outfall. If a treatment method is used, provide analytical data after treatment.					
		Effluent	Analysis		
Effluent Characteristic	Concentrat	ion (mg/l)	Mass (lbs/day)		
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum	
Flow (GPD)					
BOD <sub>5</sub> (mg/l)					
COD (mg/l)					
TOC (mg/l)					
Benzene (µg/l)					
BETX (µg/l)					
Chlorides (mg/l)					
Lead (µg/l)*					
Oil and Grease (mg/l)					
	Minin	num	Maxir	mum	
pH - (Standard Units)					
Is the effluent flow intermittent? Yes No					
Check here for a waiver on providing the following analytical data:					
		Effluent	Analysis		
Effluent Characteristic	Concentrat	ion (mg/l)	Mass (II	os/day)	
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum	
NH <sub>3</sub> -N (mg/l)					

Temperature (°C)

<sup>\*</sup> Provide analytical data only if tank draw water is from a container that holds or has held leaded gasoline.

#### D. Other Wastewaters

Complete this part for each wastewater discharge point that is not applicable to Parts A, B, and C of this Section. Use a separate sheet for each discharge.

1.	Discharge Identification (ex. Wastewater 004):	
3.	Give a brief description of the location of the wastewater outfall and the area the wastewater originates from. For example, Outfall 004 consist of wastewater from the process area of the facility and is located on the northeast corner of the facility.	er e
	NOTE: This descriptive location should correspond with the location indicated on the facilit map.	y site
4.	List treatment method(s) used for the outfall:	
5.	List any pertinent physical and/or chemical properties of the discharge. (i.e., toxic compone taste and odor compounds, heavy metals, etc.)	nts,
6.	Receiving Waters: Indicate how wastewaters listed in 1-5 above reach state waters (name bodies). This will usually be either "directly", "open ditch" (if it is a highway ditch, indichighway), or by "pipe". Please specifically name all of the minor water bodies that your was will travel through on the way to a major water body. This information can be obtained from U Quadrangle Maps (See Section VI). Include river mile of discharge point if available.	ate the tewater
	By(effluent pipe, ditch, etc.);	
	thence into(parish drainage ditch, canal,	etc.);
	thence into(named bayou, creek stream	etc.);
	thence into(river, lake, etc,).	
7.	Latitude/Longitude of Discharge:	
	Latitudedegminsec. Longitudedeg minse	c.
	Method of Coordinate Determination:	
	(Quad Man, Previous Permit, website, GPS)	

D. Other Wastewaters (cont.)						
Discharge Identification (from 1. above)  Lab Analysis- Provide analytical data for the following effluent characteristics for each wastewater outfall. If a treatment method is used, provide analytical data after treatment. If you believe that analytical data for any of the characteristics listed below does not need to be provided due to the type of wastewater, please contact the Permits Division.						
,			Analysis			
Effluent Characteristic	Concentrati	ion (mg/L)	Mass (lbs/day)			
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum		
Flow (GPD)						
TSS (mg/l)						
COD (mg/l)						
TOC (mg/l)						
Chromium (µg/l)						
Zinc (µg/l)						
Lead (µg/l)						
Temperature (°C)						
Oil and Grease (mg/l)						
	Minimum Maximum					
pH - (Standard Units)						
Is the effluent flow intermitte	ent? Yes	No				
Check here for a	Check here for a waiver on providing the following analytical data:					
		Effluent	Analysis			
Effluent Characteristic	Concentrati	ion (mg/L)	Concentration (mg/L)			
	Monthly Average	Daily Maximum	Monthly Average	Daily Maximum		
NH <sub>3</sub> -N (mg/l)						

BOD<sub>5</sub>

E.	Laboratory Accreditation If any of the analysis reported above were performed by a contract lab or consulting firm, provide the firm name, address, phone number and pollutants analyzed.						
		iumber and politita	nis analyzeu.				
	Laboratory procedures and analyses performed by commercial laboratories shall be conducted in accordance with the requirements set forth under LAC 33:I.Subpart 3, Chapters 49-55.						
	Laboratory data generated by commercial laboratories that are not accredited under LAC 33:I.Subpart 3, Chapters 47-57, will not be accepted by the department. Retesting of analysis will be required by an accredited commercial laboratory.						
	Regulations on the Environmental Laboratory Accreditation Program and a list of labs that have applied for accreditation are available on the department website located at:						
	http://www.deq.louisiana.gov/portal/tabid/2412/Default.aspx Questions concerning the program may be directed to the Office of Environmental Assessment, Laboratory Services Division at (225) 219-9800.						
	SE	CTION III - SIT	TE HISTORY				
A.	Date operations began at this s	ite:					
B. Is the current operator the original operator?  Yes  No							
	If <b>no</b> , give a <u>reverse</u> chronological list of previous operators. Include the company name and telephone number (if available), and the dates through which the company operated this facility.						
	Company	Dates of Operation		Telephone Number			
	Обтрану	From	То	Totophono Hambot			

#### **SECTION IV - LAC 33.I.1701 REQUIREMENTS**

A.	1 <b>/</b>				
	nature to, the permit for which you are applying in other states? (This individuals, partnerships, corporations, or other entities who own a controlling	•			
	your company, or who participate in the environmental management of the	•			
	for the permit or an ownership interest in the permit.)				
	Permits in Louisiana. List Permit Numbers:			_	
	Permits in other states (list states):			_	
	No other environmental permits.				
В.	Do you owe any outstanding fees or final penalties to the Department?	Yes	No		
	If yes, please explain.				
C.	Is your company a corporation or limited liability company?	Yes	No		
	If yes, is the corporation or LLC registered with the Secretary of State?	Yes	No		
	SECTION V - COMPLIANCE HISTOR	Y			
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Report the history of all violations and enforcement actions for the facility, a summary of all permit excursions including effluent violations reported on the facility's Discharge Monitoring Reports (DMRs) and bypasses for the last three years. Using a brief summary, report on the current status of all administrative orders, compliance orders, notices of violation, cease and desist orders, and any other enforcement actions either already resolved within the past 3 years or currently pending. The state administrative authority may choose, at its discretion, to require a more in-depth report of violations and compliance actions for the applicant covering any law, permit, or order concerning pollution at this or any other facility owned or operated by the applicant.

#### SECTION VI - MAPS/DIAGRAMS

- A. Site Diagram. Attach to this application a complete site diagram of your facility demonstrating how the wastewater flows through your facility into each clearly labeled discharge point (including all treatment points). Indicate stormwater flow pattern on this diagram or provide additional diagrams if needed. Please indicate the location of the facility and the front gate or entrance to the facility on the site diagram.
- **B.** Topographic Map. Attach to this application a map or a copy of a section of the map which has been highlighted to show the path of your wastewater from your facility to the first <u>named</u> water body. Include on the map the area extending at least one mile beyond your property boundaries. Indicate the outline of the facility, the location of each of its existing and proposed discharge structures, and any existing hazardous waste treatment storage or disposal facilities.

A U.S.G.S. 1:24,000 scale map (7.5' Quadrangle) would be appropriate for this item. Appropriate maps can be obtained from local government agencies such as DOTD or the Office of Public Works. Maps can also be obtained online at <a href="http://map.deq.state.la.us/">http://map.deq.state.la.us/</a> or <a href="www.topozone.com">www.topozone.com</a>. Private map companies can also supply you with these maps. If you cannot locate a map through these sources you can contact the Louisiana Department of Transportation and Development at:

1201 Capitol Access Road Baton Rouge, LA 70802 (225) 379-1107 maps@dotd.louisiana.gov

C. Flow Diagram. Attach a line drawing of the water flow through the facility with a water balance showing operations contributing wastewater to the effluent and treatment units. The water balance must show average and maximum flows at intake and discharge points and between units, including treatment units. If a water balance cannot be determined, the applicant may provide instead a pictorial description of the nature and amount of any sources of water and any collection and treatment measures. Hand drawn maps are acceptable.

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### **SECTION VIII - ADDITIONAL INFORMATION**

- A. Please provide the following information with your application:
- 1. Biological toxicity tests within the last (3) three years
- 2. Identity of contact laboratory or consulting firm performing the toxicity tests

If you have any questions on the above required additional information please call the Water Permits Division at (225) 219-3181.

В.	Facilities located in the Louisiana Coastal Zone as mapped by the Louisiana Department of Natural Resources (LDNR) ( <a href="http://sonris.com/direct.asp">http://sonris.com/direct.asp</a> ) must provide verification that the company has either obtained a Coastal Use Permit or is not required to obtain a Coastal Use Permit.	
1.	Is this facility located in the Louisiana Coastal Zone as mapped by LDNR?  Yes  No	
	If yes:	
2.	Do you have a Coastal Use Permit issued by DNR:	
3.	Are there any operations at the facility that may impact coastal waters such as any project involved dredge or fill, water control structures, bulkheads, oil and gas facilities, marina or residential	
	development?  Yes No	
	If <b>yes</b> , you must contact DNR for a determination (888) 792-0432 or <a href="mailto:HelpDeskDNR@la.gov">HelpDeskDNR@la.gov</a> .	
	I have contacted LDNR and this facility is not required to obtain a Coastal Use Permit.	
	If a Coastal Use permit is required, an application was submitted on:	

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503.B, the following requirements shall apply to the signatory page in this application:

#### Chapter 25. Permit Application and Special LPDES Program Requirements

#### 2503. Signatories to permit applications and reports

- A. All permit applications shall be signed as follows:
  - 1. For a corporation by a responsible corporate officer. For the purpose of this Section responsible corporate officer means:
    - (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decisionmaking functions for the corporation, or
    - (b) The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  - 2. For a partnership or sole proprietorship by a general partner or the proprietor, respectively; or
  - 3. For a municipality, parish, State, Federal or other public agency either a principal executive officer or ranking elected official. For the purposes of this Section a principal executive officer of a Federal agency includes:
    - (a) The chief executive officer of the agency, or
    - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).
- B. All reports required by permits, and other information requested by the state administrative authority shall be signed by a person described in LAC 33:IX.2503.A, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
  - 1. The authorization is made in writing by a person described in LAC 33:IX.2503.A.
  - 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as a position of plant manager, operator of a well or well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
  - 3. The written authorization is submitted to the state administrative authority.
- C. Changes to authorization. If an authorization under LAC 33:IX.2503.B is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of LAC 33:IX.2503.B must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing any document under LAC 33:IX.2503.A or B shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

#### SIGNATORY AND AUTHORIZATION

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state permit application must be signed by a responsible individual as described in LAC 33:IX.2503 and that person shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

The applicant for this permit hereby authorizes the Department of Environmental Quality to publish the public notice for a draft permit once in the appropriate newspaper(s). In accordance with LAC 33:IX.6521.A, the applicant agrees to be responsible for the cost of publication. The newspaper(s) is authorized to invoice the applicant directly.

Signature	
Printed Name	
i ilitea Haile	
Title	
Date	
Telephone	

#### **CHECKLIST**

To prevent any unnecessary delay in the processing of your application, please take a moment and check to be certain that the following items have been addressed and enclosed:

- 1. <u>ALL</u> questions and requested information have been answered (N/A if the question or information was not applicable).
- 2. ALL required maps, drawings, lab analysis, and other reports are enclosed.
- 3. The appropriate person has signed the signatory page.
- 4. Please forward the original and one copy of this application and all attachments.

ANY APPLICATION THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. APPLICATION PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE APPLICATION BY THE PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE PERMIT.

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